

Kairos Recruiting Display Table Inventory Checklist

Where possible, include an 8 foot display table available prior and after each group (1 hour) presentation ... or available in common meeting areas after (2 minute) platform presentations.

A separate volunteer, if applicable) from the presenting volunteer is recommended to man the display table to answer questions and maintain table inventory.

Items:	Most used	Get current forms	Optional
1. Display Table Sign (1) – if purchased signage used, be sure to return to source after use. Recommendation: Each council purchase one for local use.	←		
2. Kairos 4x6" Interest Card (may want to change contact address info)	←		
3. Kairos Volunteer Application			←
4. Volunteer's Guide Brochure (insert Interest Card - item #2, above) NOTE: You may wish to print brochures and other materials at your own local source. Valid return address is: Kairos Prison Ministry of Ohio P.O. Box #14490 Columbus Ohio 43214	←		
5. Closing Forms for next Kairos inside weekend NOTE: Download for your weekend from www.KairosOhio.org events page <u>or</u> obtain from your institution.	←	←	
6. Kairos Outside Brochure(s) (Check for Outside and Outside/Inside-MCI & NCCC)			←
a. Kairos Outside Guest Reservation Forms			←
7. Harbor on the Hill Brochure (only applies to Central Ohio presentations)			←
8. Sign for free P2P Daily Devotionals (modify foot note as needed)			←
9. P2P Daily Devotionals		←	←
10. Kairos Business Cards (with contact information) NOTE: Use Avery Matte Ivory Business Card form #8476)	←		
11. Kairos Of Ohio Institution Weekends w/Contact Information lists NOTE: Update from www.KairosOhio.org events page (1 reference copy only).	←	←	
12. Kairos of Ohio Opportunity (1 page list)			←
13. A Year in the Life of a Kairos Volunteer Caution: Use sparingly – may scare off prospects			←
14. Kairos of Ohio Cookie Brochures			←

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Optional if audio/video available and non-intrusive in display environment:

1. **Cookies** promotional video (2 minutes) by Stan Stiver on continuous loop. Included on DVD by 2nd Advent Pictures. Copies may be purchased at \$25 each from Stephen Puffenberger or Robin Lorms, Kairos Volunteer. Both are members of Upper Arlington Lutheran Church.
2. **NOTE: *Changed on the Inside*** is the recommended 11 minute video shown during the group (1 hour) Presentation. It features a Latino, African American and Caucasian incarcerated individuals. It is especially recommended for minority group presentations.
3. **Recommendation:** Each council purchase videos for local use.

Follow up: Get Interest cards turned in **ASAP** for entry into Kairos Ohio database and assignment to council volunteer coordinators and follow up by:

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Feel free to contact me for guidance or make any suggestions to improve this standard presentation.